

City of Fairmont
Request to Cancel/Terminate Utility Services

Date Submitted	
Name	
Service Address	
(No Post Office Box)	
Account Number	
Date to Cancel/Terminate	
Send final bill to (address)	
Phone Number	
State/Driver's License #	
Social Security # (last 4 digits)	
Other Information	

Please read and understand the following:

This form shall provide proof that written notification has been made to the City of Fairmont to discontinue city services at the service address listed above. I understand that I will be responsible for charges for city services up to the date of cancellation and I agree to pay in full the balance of my final bill. If payment is not received by the due date, I understand that the final balance can be transferred to a current account and is due immediately. I also understand that any final balance remaining may be turned over to a third party collection service.

Signature/Acknowledgement

Signature

Date

Warning: West Virginia Code 61-33-44 provides that any person who procures utility services with the intent to evade payment therefore shall be guilty of a misdemeanor, and upon conviction thereof shall be confined in the regional jail for a period not exceeding twelve months or fined not exceeding one thousand dollars, or both in the discretion of the Court.

Mail/Fax/Email completed form to:

City of Fairmont
Customer Service
P.O. Box 1428
Fairmont, WV 26555-1428
Fax: 304-366-6232
Email: customerservice@fairmontwv.gov

Drop off completed form:

City of Fairmont
Utility Billing Customer Service Center
109 Merchant St.
Fairmont, WV 26554

Questions? Contact us at 304-366-6213.